**SCHEDULE 4 FRONT SHEET**

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| **Prospective Connected Carer/s** |
| **Main Carer - Name** |  | **PID** |  |
| **Reg 24 Child/ren** |
| **Name/s** |  | **PID** |  |

[ ]  **Head of Service** MUST give agreement before any child can become Looked After

[ ]  **Section 20 Agreement** MUST be signed before child is placed or child must have a legal status of ICO/CO.

[ ]  **Book into Accommodation Panel** via Team21.AdminChild@sunderland.gov.uk

[ ]  **PVP** (Immediate Police Checks) – MUST be completed on all 16+ adults in the home - any trace MUST be explored with applicants in full

[ ]  **Part A** (MUST be signed by both applicants when placing child)

[ ]  **Regulation 24 - Schedule 4 Viability Assessment** must be completed in full

[ ]  **Bank Mandate** – Cannot be Post Office Account (Now contained within Viability report – MUST BE COMPLETED)

[ ]  **Authorised by Strategic Service Manager**

[ ]  **Email Authorised Schedule 4 Paperwork** to Placements@sunderland.gov.uk

[ ]  Arrange **Placement Agreement Meeting** within 72 hours of placement by contacting Fostering Duty Line: 5612223